

INSTRUCTIONS TO COMPLETE THE NEW API FORM

Note: Please use CAPITAL LETTERS for any data entered and complete all the yellow fields with *

*** Port of
Departure**

Enter the departure airport/port in CAPITALS.

*** Scheduled
Departure Date**

Enter the departure date in DD/MM/YYYY format.

*** Scheduled
Departure Time**

Enter the departure time in 24 hour format of HH:MM.

*** Port of Arrival**

Enter the arrival airport/port in CAPITALS

*** Scheduled Arrival
Date**

Enter the arrival date in DD/MM/YYYY format.

*** Scheduled
Arrival Time**

Enter the arrival time in 24 hour format of HH:MM

*** Will the Delegation be
carrying weapons?
(YES / NO)**

Choose Yes or No from the drop down box.

COUNTRY

Choose Nationality from drop down box. Codes are on a separate tab for information.

*** Crew or
Passenger**

Choose from the drop down box.

*** Travel
Document Type**

Choose from the drop down box. For a laissez-passer please use Other option.

*** Travel
Document
Issuing
State**

Choose code of the issuing state or organisation that issued the travel document from the drop down box. Codes are on a separate tab for information.

*** Nationality**

Choose Nationality code from the drop down box.

*** Date of Birth
(dd/mm/yyyy)**

Provide date of birth for passenger in DD/MM/YYYY format.

*** Gender**

Choose from drop down box.